



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Destruction of Certain Personnel Department Records

**MEETING DATE:** April 6, 1994

**PREPARED BY:** Personnel Director


**RECOMMENDED ACTION:** That the City Council approve the destruction of the hereinafter listed City of Lodi records.

**BACKGROUND INFORMATION:** In accordance with Government Code, Section 34090, permission is requested to destroy the following obsolete City records:

1. Examination files (over 5 years old).
2. Personnel employment records of separated part-time employees (over 5 years old).
3. Personnel files of regular separated employees (over 5 years old). \*
4. Applications for employment from expired eligible lists (over 2 years old).

\*Microfilm copy of records will be kept.


**FUNDING:** None required.

  
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Joanne M. Narloch  
Personnel Director

JMN/kt

cc: City Attorney

APPROVED



THOMAS A. PETERSON  
City Manager

RESOLUTION NO. 94-32

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A RESOLUTION OF THE LODI CITY COUNCIL  
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS  
RETAINED BY PERSONNEL DEPARTMENT

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Personnel Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof;

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: April 6, 1994

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I hereby certify that Resolution No. 94-32 was passed and adopted by the Lodi City Council in a regular meeting held April 6, 1994 by the following vote:

Ayes: Council Members - Davenport, Mann, Pennino, Snider  
and Sieglock (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Jennifer M. Perrin  
City Clerk

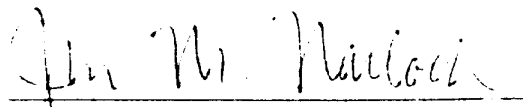
EXHIBIT A

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI PERSONNEL  
DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO  
GOVERNMENT CODE SECTION 34090.

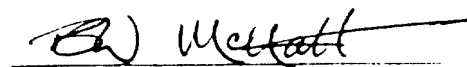
- =====
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  - 2) Personnel employment records of separated part-time employees (over 5 years old).
  - 3) Personnel Files of regular separated employees (over 5 years old). \*
  - 4) Applications for employment from expired eligible lists (over 2 years old).

\*Microfilm copy of records will be kept

Dated: 3-30-94

  
Joanne M. Narloch  
Personnel Director

APPROVED FOR DESTRUCTION

  
Bob McNatt  
City Attorney

Dated 3-30, 1994

EXHIBIT